

Job Reservation Move (EAD Roll)

This action allows Air Force Recruiting Service (AFRS) to move (roll) a reserved job from one date to another within the same class week group. The current job reservation information is already stored in AFRISS and MiPDS. The actual rolling of a job with a Projected Enlistment Active Duty (EAD) date will occur within the parameters of MiPDS. Upon the completion of the roll action, the newly defined information will merge with the applicant's AFRISS record.

Responsibility

HQ AFRS Job Bank, all RS Group Operation Branches, all RS Squadron Operation Branches, and all RS MEPS will carry the responsibilities and privileges of running the EAD roll procedures

Navigation Paths

Select **Update EAD** and click the **Open** button. The **Find Person** window will appear

Update Procedures

- **Type** the member's SSN in the **Social Security** field and click the Find button. The **Query Person** window will populate with the member's current information.
- Click the **Application** button. The **Application** window will appear.
- Click the **Update EAD** button. The **Extra Assignment Information** window appears.
- Click in the **Details** field. The **Further Assignment Information** window appears.
- Scroll down and click in the **Current EAD** field. **Type** in the new **EAD** field and click the **OK** button.

Note: This date must stay within the same week group.

- **Save** the update by clicking the **Save** button.

Note: Once the EAD is changed and saved the applicant's AFRISS record should reflect the new EAD within five (5) minutes.